

MFASIS ACCOUNTING SYSTEM

TRAVEL TRANSACTIONS

Function: Process Travel Transactions

OBJECTIVE:

To process expenses associated with travel on the MFASIS Accounting system

SOURCE DOCUMENTS NEEDED:

- Trip expenses
- Travel and Expense Account Voucher
- Payment Voucher form
- Cash Receipt Statement

PROCEDURES:

See User Procedure Section

SYSTEM INPUT:

See System Input Section

SCREENS TO BE USED:

- Payment Voucher (PV)
- Cash Receipt (CR)

MFASIS ACCOUNTING SYSTEM

TRAVEL TRANSACTIONS NARRATIVE

Function: Process Travel Transactions

NARRATIVE

All travel advances and travel expenses will be recorded in MFASIS using a Payment Voucher transaction. Agencies will continue to follow current procedures in completing Travel Authorization Forms and requesting travel advances.

The Bureau of Accounts and Control will use a Payment Voucher transaction to generate travel advance checks. Travel advance checks will be charged to the travel suspense account.

Agencies will enter a Payment Voucher transaction to record travel expenses at the end of the trip. Outstanding travel advances will also be liquidated on the same payment voucher and expenses incurred in excess of the travel advance will be reimbursed to the employee. Travel advance balances which are in excess of expenses incurred by the employee will be liquidated by a cash receipt transaction.

The travel expense voucher under the MFASIS system has not changed, except for the addition of an account code structure line.

NOTE: Please adhere to section 40 of your Financial Procedures Manual.

MFASIS ACCOUNTING SYSTEM

TRAVEL TRANSACTIONS
FORMS

Function: Process Travel Transactions

FORMS

- A. REQUEST FOR TRAVEL ADVANCE FORM (WHERE APPLICABLE)**
- B. TRAVEL AND EXPENSE ACCOUNT VOUCHER**
- C. PAYMENT VOUCHER FORM**

MFASIS ACCOUNTING SYSTEM

TRAVEL TRANSACTIONS USER PROCEDURES

Function: Process Travel Transactions

USER PROCEDURES

ON-LINE AND OFFLINE AGENCIES

A. REQUEST FOR TRAVEL ADVANCE

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Employee requests Travel Advance (where applicable).	Employee	Complete a Request for Travel Advance form (mandatory).
2. Receipt of reviewed and properly coded Request for Travel Advance form.	Agency authorizing signature	Sign each Request for Travel Advance form authorizing payment.
3. Receipt of correct, accurate, and agency-authorized Request for Travel Advance form.	Agency personnel	Forward Request for Travel Advance form to the Bureau of Accounts and Control Accounting Division. Review travel advance request for accuracy of information. Code with document number and accounting information.
4. Receipt of Request for Travel Advance form.	BAC	Enter PV transaction data into the system. See the SYSTEM INPUT GUIDELINES section for data entry instructions. If the employee is not on the Vendor Master Table then see the PROCESS VENDOR UPDATES section for instructions on how to have an employee added to the table. Perform a quick edit on the transaction. Apply the agency level approvals.

MFASIS ACCOUNTING SYSTEM

TRAVEL TRANSACTIONS USER PROCEDURES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		Forward a hard copy of all agency-approved PV transactions entered onto the system to the Pre-audit section in BAC.
5. The PV transaction has been entered and approved by the data entry section and the hard copy of the original document is received.	BAC (Pre-Audit Section)	<p>Review the document for accuracy and completeness. (Original document, appropriate signatures and coding, correct attachments.)</p> <p>Access the remaining PV documents on the MFASIS system.</p> <p>Match information on hard copy to screen display. Perform a visual pre-edit.</p> <p>Approve PV transaction for payment and schedule it for off-line processing.</p>
6. Receipt of Transaction Reject Report.	BAC (Pre-Audit Section)	Forward all payment vouchers which were accepted by the MFASIS System to the Bureau of Accounts and Control Records Unit.
7. Receipt of Travel Advance Requests approved for payment.	BAC (Records Unit)	<p>Film on Record system.</p> <p>Index on record system.</p> <p>Forward all travel advance requests which were accepted by the MFASIS System to the Bureau of Accounts and Control Travel Administrator.</p>
8. Receipt of Travel Advance Requests approved for payment.	BAC Travel Administrator	<p>Update the travel advance record for the employee.</p> <p>Send to pre-audit to be attached to travel voucher</p>

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TRAVEL TRANSACTIONS USER PROCEDURES

ON-LINE AGENCIES

B. EMPLOYEE REIMBURSEMENT

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Employee completes a trip that requires employee reimbursement.	Traveller	Complete a Travel and Expense Account Voucher. Obtain authorized approval within the agency
2. Receipt of Traveller completed Travel Expense Voucher.	Agency Accounting Unit	Prepare for processing: a) review the Travel Expense Voucher b) complete the accounting information c) obtain the required approvals and signatures.
3. Receipt of Agency approved Travel Expense Voucher.	Agency Accounting Unit	Enter the Travel Expense Voucher data into the system using the PV transaction. The net total of the PV transaction must equal the amount to be reimbursed to the employee. One line must credit (I/D field = D) the Travel Suspense Account (Fund, Agency, Organization, Balance Sheet Account 0092) for the amount of the travel advance. The other line(s) entered must reflect the actual amount spent by the employee and charge the agency's accounts. See the SYSTEM INPUT GUIDELINES for data entry instructions. If the employee is not on the Vendor Master Table then see the PROCESS VENDOR UPDATES section for instructions on how to have a vendor added to the table. Perform a quick edit on the transaction, apply agency level approval, and put it on hold.

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TRAVEL TRANSACTIONS USER PROCEDURES

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
<p>4. Receipt of PV transactions entered into MFASIS.</p> <p>NOTE: Steps 3 and 4 may be completed simultaneously if security for your agency has been established to allow the same person to enter and process final approval of the transaction. Please see your agency security coordinator to determine if this is the case</p>	<p>Agency supervisor</p> <p>Agency personnel</p>	<p>Apply agency level approval and put the transaction on hold.</p> <p>Forward a hard copy of all Travel Expense Vouchers entered on the system to the Bureau of Accounts and Control Pre-Audit unit.</p>
<p>5. Receipt of batched PV transactions and Travel Expense Vouchers from the agency.</p>	<p>BAC (Pre-Audit Unit)</p>	<p>Review the document for completeness. (Original document, appropriate signatures and coding, correct attachments.)</p> <p>Contact agency to make necessary corrections.</p> <p>Access the PV document on the MFASIS system.</p> <p>Match information on hard copy to screen display. Perform a visual pre-edit.</p> <p>Approve PV transaction for payment and schedule it for off-line processing.</p> <p>Contact agency to make necessary corrections.</p>
<p>6. Receipt of Transaction Reject Report.</p>	<p>BAC (Pre-Audit Section)</p>	<p>Pull payment vouchers rejected on overnight edits.</p> <p>Contract agency to make necessary corrections.</p>

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TRAVEL TRANSACTIONS USER PROCEDURES

		Forward all payment vouchers which were accepted by the MFASIS System to the
FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		Bureau of Accounts and Control Records Unit.
7. Receipt of payment vouchers accepted by the system.	BAC (Records Unit)	<p>Film on Record system.</p> <p>Index on record system.</p> <p>Forward all travel vouchers which were accepted by the MFASIS System to the Bureau of Accounts and Control Travel Administrator.</p>
8. Receipt of accepted travel vouchers.	BAC Travel Advance Administrator	<p>Update the travel advance record for employee.</p> <p>Return to records to be filed for 3 months.</p>

C. EMPLOYEE REFUND TO STATE

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Employee completes a trip in which the total advance was not spent.	Traveller	<p>Complete a Travel and Expense Account Voucher.</p> <p>Forward for authorized approval within the agency.</p>
2. Receipt of cash owed and the Traveller completed Travel Expense Voucher.	Agency Accounting Unit	<p>Prepare for processing:</p> <ul style="list-style-type: none"> a) review the Travel Expense Voucher b) complete the accounting information c) complete a 3-copy Cash Receipt Statement d) obtain the required approval signatures.
3. Receipt of Agency	Agency Accounting Unit	Enter the Travel Expense Voucher data into

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TRAVEL TRANSACTIONS USER PROCEDURES

approved Travel Expense Voucher and Cash Receipt Statement.		the system using the PV transaction. See the SYSTEM INPUT GUIDELINES for data entry instructions. Follow the steps for
FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		processing an employee reimbursement payment voucher. The net total of the PV transaction must equal \$0.00. One line must credit (I/D field = D) the Travel Suspense Account (Fund, Agency, Organization, Balance Sheet Account 0092) for the amount the employee spent. The other line(s) entered must balance out the amount the employee spent on the trip debiting (I/D field = I) the agency's account codes. Enter the Cash Receipt Statement data into the system using the CR transaction. Follow the steps in the Process Cash Receipts procedures. The CR transaction must credit the Travel Suspense Account (Fund, Agency, Organization, Balance Sheet Account 0092) for the amount of the advance being returned

OFF-LINE AGENCIES

B. EMPLOYEE REIMBURSEMENT

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Employee completes a trip that requires employee reimbursement.	Traveller	Complete a Travel and Expense Account Voucher. Obtain authorized approval within the agency.
2. Receipt of Traveller completed Travel	Agency Accounting Unit	Prepare for processing:

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TRAVEL TRANSACTIONS USER PROCEDURES

Expense Voucher.		a) review the Travel Expense Voucher b) complete the accounting information c) complete a Payment Voucher form (mandatory) obtain the required approvals and
FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		<p>signatures.</p> <p>The net total of the Payment Voucher form must equal the amount to be reimbursed to the employee. One line must credit (I/D field = D) the Travel Suspense Account (Fund, Agency, Organization, Balance Sheet Account 0092) for the amount of the travel advance. The other line(s) entered must reflect the actual amount spent by the employee and charge the agency's accounts.</p>
3. Receipt of correct, accurate, and agency-authorized Travel Expense Voucher.	Agency personnel	Forward Payment Voucher form and Travel Expense form to the Bureau of Accounts and Control Accounting Division.
4. Receipt of PV documents.	BAC Accounting Division	<p>Enter PV transaction data into the system. See the SYSTEM INPUT GUIDELINES section for data entry instructions.</p> <p>If the employee is not on the Vendor Master Table then see the PROCESS VENDOR UPDATES section for instructions on how to have a vendor added to the table.</p> <p>Perform a quick edit on the transaction.</p> <p>Return to agency any PV transactions which are rejected by the system. (This should occur rarely.)</p> <p>Apply the agency level approvals.</p> <p>Forward a hard copy of all agency-approved</p>

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TRAVEL TRANSACTIONS USER PROCEDURES

		PV transactions entered onto the system to the Pre-audit section in BAC
5. The PV transaction has been entered and approved by the data	BAC (Pre-Audit Section)	Review the document for completeness. (Original document, appropriate signatures and coding.)
FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
entry section and the hard copy of the original documents is received.		<p>Contact agency to make necessary corrections.</p> <p>Access the remaining PV documents on the MFASIS system.</p> <p>Match information on hard copy to screen display. Perform a visual pre-edit.</p> <p>Approve PV transaction for payment and schedule it for off-line processing.</p> <p>Contact agency to make necessary corrections.</p>
6. Receipt of Transaction Reject Report.	BAC (Pre-Audit Section)	<p>Pull payment vouchers rejected on overnight edits.</p> <p>Contact agency to make necessary corrections.</p> <p>Forward all payment vouchers which were accepted by the MFASIS System to the Bureau of Accounts and Control Records Unit.</p>
7. Receipt of invoices approved for payment	BAC (Records Unit)	<p>Film on Record system.</p> <p>Index on record system.</p> <p>Forward all travel vouchers which were accepted by the MFASIS System to the Bureau of Accounts and Control Travel Administrator</p>

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TRAVEL TRANSACTIONS USER PROCEDURES

8. Receipt of accepted travel vouchers.	BAC Travel Administrator	Update the travel advance record for the employee. Return to records to be filed for 3 months.
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C. EMPLOYEE REFUND TO STATE

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Employee completes a trip in which the total advance was not spent.	Traveller	Complete a Travel and Expense Account Voucher. Forward for authorized approval within the agency.
2. Receipt of cash owed and the Traveller completed Travel Expense Voucher.	Agency Accounting Unit	Prepare for processing: a) review the Travel Expense Voucher and complete the accounting information b) complete a Payment Voucher form c) complete a 3-copy Cash Receipt Statement d) obtain the required approval signatures. Forward a hard copy of the Travel Expense Voucher form and the Payment Voucher form to the bureau of Accounts and Control Data Entry unit. Forward a hard copy of the Cash Receipt Statement with required attachments and signatures to Treasury, and a copy without attachments to the Bureau of Accounts and Control Data Entry unit.
3. Receipt of the Cash Receipt Statement and the Payment Voucher form	BAC (Data Entry Unit)/ Treasury personnel	Enter the Travel Expense Voucher data into the system using the PV transaction. See the SYSTEM INPUT GUIDELINES for

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TRAVEL TRANSACTIONS USER PROCEDURES

from the agency.	data entry instructions. Follow the steps for processing an employee reimbursement payment voucher. The net total of the PV transaction must equal \$0.00. One line must credit (I/D field = D) the Travel Suspense Account (Fund, Agency, Organization, Balance Sheet Account 0092) for the amount the employee spent. The other	
FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
		<p>line(s) entered must balance out the amount the employee spent on the trip debiting (I/D field = I) the agency's account codes.</p> <p>Enter the Cash Receipt Statement data into the system using the CR transaction.</p> <p>Follow the steps in the Process Cash Receipts procedures. The CR transaction must credit the Travel Suspense Account (Fund, Agency, Organization, Balance Sheet Account 0092) for the amount of the advance being returned.</p>

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TRAVEL TRANSACTIONS SYSTEM INPUT

CASH RECEIPT (CR)

FUNCTION:	DOCID: CR 01A 480528003	06/05/98 09:53:50 AM
STATUS: ACCPT	BATID:	ORG:
H-	CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCTG PRD:	BUDGET FY:
	CMIA SCHEDULE DATE:	
ACTION: E	BANK ACCOUNT CODE: 01	CASH ACCOUNT:
COMMENTS:		
	DOCUMENT TOTAL:	5,827.50
	CALCULATED DOCUMENT TOTAL:	5,827.50

FUNCTION:	DOCID: CR 01A 480528003	06/05/98 09:54:13 AM
STATUS: ACCPT	BATID:	ORG: 001-001 OF 001
01-		
LINE NUMBER:	REFERENCE DOC ID:	REF LINE NO:
VEND/PROV/CUST:	NAME:	
BILLING CODE:		
FUND: 062	AGENCY: 01A	ORG/SUB-ORG: 5101
ACTIVITY:	REV/SUB-REV: 2664	APPR UNIT: 01
FUNCTION:	OBJ/SUB-OBJ:	JOB NUMBER:
REPT CAT:	BS ACCOUNT:	
DESCRIPTION: SALE OF SEED POTATOES 1998		
AMOUNT: 5,827.50	I/D:	P/F:

The Cash Receipt (CR) document records all monies collected. This includes collections against outstanding accounts receivables, cash basis revenue, and non-revenue-related receipts (for example, refunds posted to objects of expenditures and deposits into trust funds). You can enter this document as a stand-alone or it can reference Receivable (RE) documents.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (<i>mm dd yy</i>) that you want to associate with this document, usually the current date.
Acctg Period	Default is inferred from Date of Record . If you want this document recorded in another

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Field	Description
	accounting period, enter the open, desired period (<i>mm yy</i>). You cannot enter future periods.
Budget Fiscal Year	Default is inferred from Date of Record . If you want this document recorded in another fiscal year, enter the desired, open fiscal year. You cannot enter future budget fiscal years.
CMIA Schedule Date	Display only. The date that represents when the transaction should be processed according to the CMIA drawdown schedule. This field is only used by documents that are created by the CMIA Drawdown Program (AFINDMDG).
New/ Modification [Action]	Default is <i>New [E]</i> . Valid values are: <i>New [E]</i> This is a new document. <i>Modification [M]</i> This document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both of these lines on the same document by selecting <i>Modification [M]</i> .
Bank Account	Required. All lines recorded on a cash receipt must be deposited to the same bank account. Always enter “01” for the bank account.
Cash Account	Default offset cash accounts are inferred from Bank Account (BANK). Enter an offset cash account if: The system does not use the default offset cash account on Bank Account (BANK). You want to override the account recorded on Bank Account (BANK). The offset cash account code represents the account debited as a result of this document. If you enter an account code, you are overriding the offset cash account for <i>all</i> lines on the document.
Comments	Optional. Enter a descriptive note.
Document Total	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: 1. Add all the increase amounts, 2. Add all the decrease amounts, and 3. Subtract the smaller of these amounts from the larger and enter that amount.

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TRAVEL TRANSACTIONS SYSTEM INPUT

Field	Description
Line Number	Optional. Enter a unique number for each document line.
Reference Document	Conditional. Required for revenue documents and vendor refunds. Also required for balance sheet documents if Reporting Category is entered. Enter the transaction code, agency and number of the referenced Receivable (RE) to which the cash will be applied.
Reference Line Number	Optional. Specify the reference line number where you want to apply the cash. If this field is blank, cash is applied to the referenced document lines in sequential order.
Vend/Prov/Cust	Conditional. Required if cash is applied to a customer account. Enter the customer from whom you are receiving payment. If a receivable is referenced, this field is inferred from the Receivable (RE) document. Refer to Customer (CUST) for valid values. Required on vendor refunds if Vendor Control Option on System Control Options (SOPT) is Yes [Y] . See Vendor Index (VEND) for valid values.
Name	Display only. This value corresponds with Vendor/Provider/Customer . If a vendor code is entered, then the corresponding vendor name is displayed.
Billing Code	Conditional. Required if cash is being applied to a customer account. Enter the billing code that identifies the billing profile for the customer account application. Refer to Billing Profile (BPRO) for valid values.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See the Fund Index (FUND) for valid values.
Agency	Conditional. Required for revenue documents and vendor refunds. Required for balance sheet documents if Reporting Category is entered. Otherwise, the agency is optional. Enter the agency receiving the revenue. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Organization is required on revenue documents if Revenue Budget Organization Option is Y (required on budget and accounting) on Fund Agency Index (FAGY) for this line's fund/agency combination. If this line is a vendor refund, it is

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TRAVEL TRANSACTIONS SYSTEM INPUT

Field	Description
	<p>controlled by Expense Budget Organization Option on Fund Agency Index (FAGY).</p> <p>Otherwise, this field is optional and used for reporting purposes only. Refer to Organization Index (ORGN) for valid values.</p>
Sub-Organization	<p>Conditional. Required on vendor refunds if Sub-Organization Required on Spending on Organization (ORG2) is Required [Y], or Required on Expenditure Transactions [3].</p> <p>Required on revenue documents if Sub-Organization Required on Revenue on Organization (ORG2) is Required [Y]. Otherwise, this field is optional. Refer to Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.</p>
Activity	<p>Conditional. Required on revenue documents if Revenue Budget Activity Option is Y (required on budget and accounting) or A (required on accounting) on Fund Agency Index (FAGY). If this line is a vendor refund, it is controlled by Expense Budget Activity Option on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.</p>
Revenue Source	<p>Conditional. Required on all documents except balance sheet documents. On balance sheet documents, enter the balance sheet account or the object on vendor refunds. Refer to Revenue Source Index (RSRC) for valid values.</p>
Sub-Revenue Source	<p>Conditional. Sub-Revenue Source is required if Sub-Revenue Source Required on Revenue Source (RSR2) is Yes [Y] for the revenue source used. Otherwise, this field is optional. Refer to Revenue Source Index (RSRC) for valid values. You must enter a revenue source before you can enter a sub-revenue source.</p>
Appropriation Unit	<p>Conditional. Required if Appropriation Control Option is C (full control) or P (presence control) on Fund Index (FUND). Also required when the document is entered with a closed budget fiscal year. The appropriation must be open and must be applicable to the budget fiscal year entered for the document. See Appropriation Inquiry (EAP2) for valid values.</p>
Function	<p>Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). If this line is a vendor refund, it is</p>

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Field	Description
	controlled by Expense Budget Function Option on Fund Agency Index (FAGY). Refer to Function (FUNC) for valid values.
Object/Sub	<p>Conditional. Object is required on vendor refunds. Otherwise, this field is blank. Refer to Object Index (OBJT) for valid values.</p> <p>Sub-Object is required on vendor refunds if Sub-Object Required is selected [Y] on Expense Budget Inquiry (EXP2) or Expense Budget Inquiry (EEX2). Otherwise, this field is optional on vendor refunds. This field should be blank when object is not entered. Refer to Sub-Object (SOBJ) for valid values.</p>
Job Number	<p>Conditional. Required on vendor refunds if Job Number Required on Spending is any value other than <i>Not Applicable [blank]</i> or <i>None [N]</i> on Organization (ORG2).</p> <p>Required on revenue documents if Job Number Required on Revenue on Organization (ORG2) is: Required [Y], or if Job Number Revenue on Activity (ACT2) is <i>Enforce Coding [Y]</i> or <i>Required on Activity [A]</i>.</p> <p>Otherwise, this field is optional. If Job Cost is <i>Yes [Y]</i> on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If Job Cost is <i>No [N]</i> on System Control Options (SOP2), enter a project number or general reporting category.</p>
Rept Category	<p>Conditional. Required on vendor refunds if Reporting Category on Agency (AGC2) is <i>Required on Expenditure Transactions [3]</i>. Required on revenue documents if Reporting Category Required on Revenue Transaction is <i>Yes [Y]</i> on Agency (AGC2).</p> <p>Required on balance sheet documents if Reporting Category Option on Balance Sheet Account Index (BACC) is <i>Y</i> (required on documents) for the balance sheet account entered. Otherwise, this field is optional. Refer to Reporting Category (RPTG) or Federal Aid Inference (FAIT) for valid values.</p>
BS Account	Conditional. Required if this line is a balance sheet document. Enter a deferred revenue account if the line is recording a cash advance. If this account is a type 23, ensure that it is a non-cash asset account. See Balance Sheet Account Index (BACC) for valid values.
Description	Optional. Enter a descriptive note about this line.
Amount	Required. If this is a new line, enter the dollar amount of the item(s) described on this line. If this line is a modification to a previous line, enter the amount of the change over (under)

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	the previous amount. Do not enter a negative/positive sign. The decimal point is optional,
Field	Description
	but you must enter two digits for cents.
Inc/Dec	Default is <i>Default [blank]</i> . Required if modifying a line. Valid values are <i>Decrease [D]</i> and <i>Increase [I]</i> .
Partial/Final	Default is <i>Default [blank]</i> . Always let this field default. The Advanced Receivables Subsystem automatically sets this field using the short and overpayment tolerances from Revenue Options (ROPT).

PAYMENT VOUCHER (PV)

FUNCTION:	DOCID: PV	01A	380602043PD	06/05/98 10:11:07 AM
STATUS: ACCPT	BATID:		ORG:	
H-	PAYMENT VOUCHER INPUT FORM			
PV DATE: 06 02 98	ACCTG PRD:		BUDGET FY:	
ACTION: E	PV TYPE: 9		SCH PAY DATE:	
OFF LIAB ACCT:	FA IND:	DOCUMENT TOTAL:	989.32	
EFT IND:	APPLICATION TYPE:	USE TAX AMT:	0.00	
	ACCRUAL IND:	CALC DOC TOTAL:	989.32	
VENDOR CODE:	CHECK CATEGORY:	SINGLE CHECK FLAG:		
VENDOR NAME:		TAX CODE:		
ADDR1:				
ADDR2:				
ADDR3:				
FREIGHT IND:	FREIGHT TOT:	FREIGHT I/D:		
TOTAL AMT:	TOT AMT I/D:	CALC TOT AMT:		
TOTAL QTY:	TOT QTY I/D:	CALC TOT QTY:		
SELLER: FUND:	AGCY:	ORG:	SUB-ORG:	
APPR UNIT:	ACTV:	FUNC:	REV SRC:	SUB-REV:
JOB NO:	RCAT:	OBJECT:	SUB-OBJ:	

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TRAVEL TRANSACTIONS SYSTEM INPUT

FUNCTION:		DOCID: PV		01A	380602043PD		06/05/98 10:11:30 AM	
STATUS: ACCT		BATID:		ORG:		001-002 OF 002		
LN	REFERENCE	COM		VENDOR		INV		
NO	CD	NUMBER	LN	LN	INVOICE	LN	DESCRIPTION	

D	SUB		FUNC		SUB REV SUB			
T	FUND	AGCY	ORG	APP	UNIT	ACTV	TION	OBJ OBJ SRC REV JOB NO

BS								
REPT	CAT	ACCT	QUANTITY		I/D	FREIGHT	AMOUNT	I/D AMOUNT I/D

TAX CODE		TAX AMOUNT		TOTAL AMOUNT		P/F		

01-	01					03/98 ANIMAL WELFARE		
	014	01A	5500	052		4939		989.32
								989.32
								989.32
02-	01	RE 18P 23118919R						
								989.32
								989.32

The Payment Voucher (PV) authorizes the spending of money. You can use it to pay an outside vendor or to transfer money within your entity.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (<i>mm dd yy</i>) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from Date of Record . If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is <i>New [E]</i> . Valid values are: <i>New [E]</i>

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	<p>Identifies this as an new entry (new document).</p> <p>Modification [M] This lets you add lines to a previous document, change the amounts of existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering Modification [M].</p>
	<p>This lets you add lines to a previous document, change the amounts of existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering Modification [M].</p>
Voucher Type	<p>Default is I. Valid values are:</p> <p>I This document concerns payment to an outside vendor.</p> <p>9 This document concerns an internal purchase/sale, referencing an intragovernmental receivable (RE).</p> <p>A through Z This document concerns a voucher provided through an external interface with a State agency.</p>
Scheduled Pay Date	<p>Default automatically assigns a date according to the following rules:</p> <p>If Vendor (VEN2) has a value recorded in Scheduled Payment Day for this document's vendor, that value is used. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next month.</p> <p>The System Payment Lag on System Control Options (SOPT) is used when no other date or payment day is specified. The payment lag is the number of days from the voucher date when you want to issue payment.</p> <p>When both Scheduled Payment Day on Vendor (VEN2) and System Payment Lag on System Control Options (SOPT) are blank, the system date will be used.</p> <p>Applies only to vouchers for outside vendors. Enter the date when you want the check for this payment voucher issued, if you want to override the system computed date.</p> <p>You can change scheduled payment dates on payment voucher modifying transactions</p>

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	or through Payment Voucher Scheduling (SCHD).
Offset Liability Acct	Default assigns the value entered in Vouchers Payable on System Special Accounts (SPEC). Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Fixed Asset Indicator	<p>Default is No Change [blank]. Valid values are:</p> <p>Create One Shell [F] The system will create one Fixed Asset Acquisition (FA) document for each line on this document.</p> <p>Create Multiple Shells [Q] The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in Quantity for each line on this document.</p>
Document Total	<p>Required. Enter the net amount of all lines on the document. To compute this amount:</p> <ol style="list-style-type: none"> 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger, and enter that amount.
EFT Indicator	Defaults to Default [blank] . Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select Yes [Y] and enter a valid application type to select this voucher for electronic funds payment. If Default [blank] is selected, this field defaults to Yes [Y] when EFT Status is Active [A] on Vendor (VEN2); otherwise, this field defaults to No [N] .
Application Type	Conditional. Required if EFT is set to Yes [Y] . The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. If EFT is set to Yes [Y] the application type infers from Electronic Funds Transfer (1 of 2) (EFTT). Otherwise, the user must supply this field.
Use Tax Amount	Display only. This field shows the total amount of tax calculated for this document if the tax codes used on the document are use tax. This amount plus the document total entered by the user must equal the calculated document total.
Accrual Indicator	<p>Default is Not an Accrual [blank]. Valid values are:</p> <p>Accrual [A] Used to designate the payment voucher as paying for goods or services received in the previous fiscal year.</p>

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	<p><i>Not an Accrual [blank]</i> The payment voucher will not be designated as paying for goods or services received in the previous fiscal year.</p>
Calculated Total	Display only. This field contains the system-computed total of the line amounts.
Vendor Code	Conditional. Required on vouchers for outside vendors if your installation requires vendor codes (for example, if Vendor/ Commodity Control on System Control Options (SOPT) is <i>Both Controls in Effect [Y]</i> .) Leave blank on intragovernmental vouchers. Enter the code for the vendor you want paid as a result of this document. See Vendor Index (VEND) for valid values.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. The use of check categories is optional. See Check Category (CCAT) for valid values.
Single Check	<p>Defaults to <i>Yes [Y]</i> if the vendor is specified on Vendor (VEN2) as a miscellaneous vendor or if the Voucher Type is "A" through "Z". Otherwise, specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (VEN2).</p> <p>Select <i>Yes [Y]</i> if you want a separate check printed specifically for this voucher. If <i>No [N]</i> is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification document, select <i>No Change</i>.</p>
Name	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the name you want printed on checks. Otherwise, the name for checks is inferred from Vendor (VEN2).
Tax Code	Leave blank.
Vendor Address (1-3)	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the address you want printed on checks. Otherwise, the address for checks is inferred from Vendor (VEN2).
<i>Freight</i>	
Freight Indicator	Leave blank.
Freight Total	Leave blank.

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Freight Inc/Dec	Leave blank.
Total Amount	Leave blank.
Total Amount Inc/Dec	Leave blank.
Calculated Total Amount	Leave blank.
Total Quantity	Leave blank.
Total Quantity Inc/Dec	Leave blank.
Calculated Total Quantity	Leave blank.
<i>Seller Account</i>	
Fund	Leave blank.
Agency	Leave blank.
Org/Sub	Leave blank.
Appropriation Unit	Leave blank.
Activity	Leave blank.
Function	Leave blank.
Rev Source/Sub	Leave blank.
Job Number	Leave blank.
Report Category	Leave blank.
Object/Sub	Leave blank.
Offset Receivable Account	Leave blank.
BS Account	Leave blank.

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Line Information	
Line Number	Required. Enter a different two-digit number for each line on the document. Numbers 00 to 99 are valid. This number is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Reference Number	Conditional. Required if this line concerns items previously recorded on a requisition, purchase order, or payment voucher; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Reference Line Number	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number, from the purchase order document, of the item being referenced.
Commodity Line	Leave blank.
Vendor Invoice	Conditional. Required if Voucher Type is I . Optional otherwise. Enter the vendor invoice number.
Invoice Line	Leave blank.
Description	Optional. Enter the general descriptive information you want recorded with this document line.
Discount Type	Leave blank.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Otherwise, enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Conditional. Enter the agency paying for the item on this line. For transactions that require a balance sheet account code, an agency must be entered if Reporting Category is entered; otherwise, agency is optional on balance sheet transactions. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. For transactions that require a balance sheet account code, this field is optional. Otherwise this field is required. Enter the organization paying for the item on this line. See Organization Index (ORGN) for valid values.

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Sub-Org	<p>Conditional. Organization must be entered before you can enter this field. Enter a sub-organization on expenditure transactions if Sub-Organization Required on Spending on Organization (ORG2) is:</p> <p><i>Required [Y], or Required on Expenditure Transactions [3].</i></p> <p>Required on revenue transactions if Sub-Organization Required on Revenue on Organization (ORG2) is Required [Y]. Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.</p>
Appropriation Unit	<p>Required if Appropriation Control Option is C (full control) or P (presence control) on Fund Index (FUND). Required when the transaction is entered with a closed budget fiscal year. The appropriation must be open and must be applicable to the budget fiscal year entered for the transaction. See Appropriation Inquiry (EAP2) for valid values.</p>
Activity	<p>Optional. Default is inferred from Organization (ORG2), if it is included there. Otherwise, enter an activity if Expense Budget Activity Option is Y (required on budget and accounting) or A (required on accounting) on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.</p>
Function	<p>Optional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise enter a valid function.</p>
Object	<p>Conditional. For transactions that require a balance sheet account code, this field is optional. Otherwise, enter the object that best describes the item named on this line. See Object Index (OBJT) for valid values.</p>
Sub-Object	<p>Conditional. Object must be entered before you can enter this field. Enter the sub-object on expenditure documents if Sub-Object Required is selected [Y] on Expense Budget Inquiry (EXP2) or Expense Budget Inquiry (EEX2). See Sub-Object (SOBJ) for valid values.</p>
Rev Source/Sub	<p>Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, Object and Balance Sheet Account must be blank. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values.</p> <p>Enter a sub-revenue source if Revenue Source is entered and Sub-Revenue Source Required is Yes [Y] on Revenue Source (RSR2). If Sub-Revenue Source Required is No [N], sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.</p>

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Job Number	Optional. Enter a project number. If you do not use project accounting, you may enter a general reporting category code.
Reporting Category	<p>Conditional. This field is required on expenditure transactions if Reporting Category on Agency (AGC2) is Required on Expenditure Transactions [3].</p> <p>This field is required on revenue transactions if Reporting Category Required on Revenue Transactions is Required [Y]. For transactions that require a balance sheet account code, this field is required if Reporting Category Option is Y (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) or Federal Aid Inference (FAIT) for valid values.</p>
BS Account	Conditional. If Object and Revenue Source are blank this field must be entered. If Object or Revenue Source are used this field must be blank. Enter the balance sheet account to be charged for the purchase of this line item. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC). However, you can enter the default fund balance account.
Quantity	Conditional. Required if Fixed Asset Indicator is Create Multiple Shells [Q] . Otherwise, this field is optional. Enter the number of items paid for.
Quantity Inc/Dec	Default is Default [blank] . On a modification document, select Increase [I] if Quantity is increasing, or Decrease [D] if Quantity is decreasing.
Freight	Leave blank.
Freight Inc/Dec	Leave blank.
Amount	Required. Enter the line amount for this payment voucher document. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Amount Inc/Dec	<p>Defaults to Default [blank] on a new document. Indicates whether the amount is an Increase [I] or Decrease [D]. Decrease [D] is valid on new entries as long as a requisition is not being referenced. Decrease [D] is used on new entries to record credit memos.</p> <p>You cannot reference a requisition when this indicator is Decrease [D], even on modifying transactions. If you are modifying a previous purchase order that had a requisition reference, do not type the reference on the modifying transaction. The</p>

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	requisition reference is not stored in Open Purchase Order Line Inquiry (OPOL).
Tax Code	Leave blank.
Tax Amount	Leave blank.
Total Amount	The total line amount calculated by the system is displayed. This value is reached by adding the adjustment amount, including freight and/or tax, to the amount entered.
Partial/Final	<p>Defaults to <i>Default [blank]</i>. This field is used only when a purchase order is referenced. Valid values are:</p> <p><i>Default [blank]</i> This will leave this field blank.</p> <p><i>Partial [P]</i> This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount).</p> <p><i>Final [F]</i> If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select <i>Final [F]</i> if the total amount expensed is <i>less than</i> the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is <i>more than</i> the purchase order amount (the item cost more than expected).</p> <p>A maximum limit exists for how much the total amount expensed can exceed the purchase order amount.</p>